



CITY OF ATLANTA

Job Announcement

WATER CONTRACT SUPERVISOR

STARTING SALARY: \$39,846

Salary Negotiable

Salary Grade: 19

Applications Accepted From: March 6, 2006 until Vacancies are filled

Minimum Job Requirements*

Applicants for this position must have an Associate's degree in Building Construction, Engineering or a closely related field and four years of construction management experience. Equivalent combinations of training and experience will be determined under prescribed guidelines.

Licenses and Certificates*

Persons applying must have a valid driver's license at the time of application. A valid Georgia driver's license is required at the time of appointment. **Must be able to obtain a valid Georgia Water Distribution Operator's license within one year of employment.**

Duties of the Job

This employee has the responsibility of supervising the inspections of city and contracted construction sites to ensure compliance with federal, state and city codes, ordinances and regulations. Duties and responsibilities include supervising the following functions: reviews construction plans and specifications, contract documents, plat cards, and other documents as necessary to monitor projects and ensure conformance with rules, regulations, and guidelines; maintains accurate records of material usage, reviews and verifies requests for payments/invoices to ensure accurate payment to contractors; prepares as-built drawings due to field changes; prepares reports, memos, and other documents; develops and maintains related files; reviews proposal construction documents for potential rewriting and city compliance; etc.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of applications.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position.

Letters will not be mailed to individual job applicants.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS FOR THIS POSITION WILL BE FORWARDED TO THE APPROPRIATE DEPARTMENT FOR EMPLOYMENT CONSIDERATION.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

*Verification required prior to appointment.

3/6/2006

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